

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-M078	POSITION: DEPUTY DIRECTOR FOR FISCAL OPERATIONS, MS 301-16
OPENING DATE: 8/31/09	CLOSING DATE: 9/04/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: _____	SALARY RANGE: \$109,062 - \$152,686 PA
WORK SITE: WASHINGTON, D.C.	TOUR OF DUTY: 8:00 A.M. TO 5:00 P.M. Monday – Friday
PROMOTION POTENTIAL: NONE	AREA OF CONSIDERATION: DISTRICT-WIDE
	NO. OF VACANCIES: ONE (1)
AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Fiscal Operations	
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)	

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

The Deputy Director leads the Agency's efforts to effectively claim federal resources that support the delivery of services to ensure safety permanence and well-being. Works under the broad guidance of the Director of CFSA. Within the general guidance of the Director and Agency policy, the incumbent exercises broad independent judgment and initiative. Work is reviewed for adherence to established policy, as well as the exercise of sound executive judgment. Guidelines include, but are not limited to, pertinent District and Federal laws, regulations, and policies. Effectiveness is evaluated through success in accomplishing goals and objectives with timeliness and sound implementation.

- Provides strategic leadership on federal claiming for eligible foster care and adoption assistance expenditures; ensures that appropriate policies, procedures and infrastructure are in place to ensure timely and effective claiming of Title IV-E, Medicaid and other federal funding sources.
- Responsible for authority and oversight of the Business Services Administration (BSA) which carries out Title IV-E eligibility determinations and claiming activities under Title IV-E and Medicaid. Additionally the BSA houses the Agency's record management function.
- Consults with Director to develop and update the Agency's approach to federal claiming. Resolves procedural, operational, and other work-related problems by working with CFSA, federal, and granting agencies to facilitate solutions and/or funding. Monitors and evaluates information to determine compliance with prescribed standards and guidelines.
- Leads numerous critical federal, state, and local audits, monitoring expenditures to ensure compliance with audit guidelines and the agency's goals and objectives. Establishes controls to ensure compliance with legal and procedural requirements for federal grant and reimbursement monies.
- Responsible for maintaining and updating the Title IV-E State Plan and drafting amendments for approval by the federal government.
- Develops a training plan and quality assurance procedures to ensure that both Agency and contracted personnel comply with federal and District regulation related to Medicaid, Title IV-E and other federal funding sources.
- Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of Federal and District laws and regulations related to child welfare.

SELECTIVE PLACEMENT FACTORS:

- **Masters Degree in Public Administration, Economics and/or Business Administration or related field preferred**
- **General knowledge of accounting processes and procedures, and statistical analysis**
- **Requires a minimum of 8 years of experience in child welfare fiscal operations**
- **Extensive experience related to fiscal operations**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge.

FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

1. Demonstrated experience with federally required audits, cost allocation plans, time studies, and random moment sampling;
2. Demonstrated ability to read and interpret complex, laws, policies and procedures;
3. Comprehensive knowledge of and experience implementing federal regulations, laws, policies and procedures related to child welfare, Title IV-E, Social Security, Medicaid and other revenue sources;
4. Excellent organizational and analytical skills;
5. Excellent oral and written communication skills;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY: **FAX TO:** (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEBSITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
